


1 IT IS FURTHER ORDERED that the Clerk of Court **SHALL ISSUE** a summons
2 for Defendant Peggy Martinez, **AND DELIVER THE SAME**, along with the complaint
3 (Dkt. #9), to the U.S. Marshal for service. The Clerk also **SHALL SEND** to Plaintiff **one**
4 USM-285 form, one copy of the complaint and a copy of this order. Plaintiff shall have
5 **thirty (30) days** within which to furnish to the U.S. Marshal the required USM-285 form
6 with relevant information as to the Defendant on the form. Within **twenty (20) days**
7 after receiving from the U.S. Marshal a copy of the USM-285 form showing whether
8 service has been accomplished, Plaintiff must file a notice with the Court stating
9 whether Defendant was served. If Plaintiff wishes to have service again attempted on
10 Defendant, then a motion must be filed with the Court specifying a more detailed name
11 and/or address for Defendant, or whether some other manner of service should be
12 attempted.

13 **IT IS FURTHER ORDERED** that the Court, in its discretion, may order a
14 *subpoena duces tecum* to the custodian of records directing the custodian to provide
15 last-known address of the Defendant.

16 **IT IS FURTHER ORDERED** that henceforth, Plaintiff shall serve upon Defendant
17 or, if appearance has been entered by counsel, upon the attorney(s), a copy of every
18 pleading, motion or other document submitted for consideration by the Court. Plaintiff
19 shall include with the original paper submitted for filing a certificate stating the date that
20 a true and correct copy of the document was mailed to the Defendant or counsel for the
21 Defendant. The Court may disregard any paper received by a district judge or
22 magistrate judge which has not been filed with the clerk, and any paper received by a
23 district judge, magistrate judge or the clerk which fails to include a certificate of service.

24 Dated: October 21, 2015.

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28 UNITED STATES DISTRICT JUDGE